#### Operations Chief Meeting - Meeting Minutes

### Meeting was held in Atlanta, GA from May 6 - 7, 1998

#### Executive Summary

The primary topic of the May Ops Chief Meeting was Certification. A PAT led by Ms. Georgeanna Adams debriefed the group on the constructs and logic of the issue. The two days of discussion delved into the many facets of the issue and led to several action items for the PAT to complete. The discussion also struggled with the terms qualification and certification. The distinction between the two, if any, will need to be defined.

The PAT looked at Certification Processes in the government and Industry. This review assisted them in the development of a Certification template. The template is a decision flow intended for DCMC managers to assist them in determining the necessity for evaluating a certification program request. The medium selected for the template will be the World Wide Web with "smart" links to simply the decision process.

One aspect of this discussion that Ms. Pettibone is struggling with is how to communicate this issue to decision-makers in DCMC. She is trying to make analogies for certification in 1102 terms.

Ms. Pettibone will postpone a decision about certification and qualification until further notice. She doesn't feel that we have enough common ground to make a judgement on this issue.

The team will meet with Ops chiefs again in June to discuss their progress.

#### Opening remarks by Ms. Pettibone

Opened the meeting by explaining why Ms. Marshall and Mr. Peter Landini were not here. They are participating in the "revolution" in business affairs. A meeting is being conducted at DCMC HQ this week to discuss Acquisition Reform issues.

Ms. Pettibone briefly discussed the recent report from Dr. Gansler that detailed some areas that have to be looked at (possibly 6). DCMC wants to put people on the task force. Capt. Steve Brooks will lead the effort. The task force will meet until November to finalize.

She discussed the Anderson Report. The problem is what do we do with the report to make sense out of it. Discussed the philosophy of change and how we can deal with a defined universe of responsibilities.

Discussed the 22,000 cage codes and the consequent large number of suppliers is that we have to frame our review of effort wrt to supplier surveillance.

On MRM #5, progress is good. The Services are reluctant to making decisions.

Paperless is still a challenge due to the breadth of the issue.

Mr. Scott Blank is updating the business case, unit cost, and others to discourage the separate entities that these documents have become. Scott is working on the Performance Contract to align PLAS, Unit Cost, Metrics, and the performance plan. The goal is to measure the efficiency level of DCMC and make correlations to our effectiveness.

Topics for next Ops chief meeting

- Terminations
- Couple of PATs to come brief...DD250, contract closeout, etc.

### Action Item Review (March Meeting), Mr. Gibson

The action items from the previous meeting were discussed. Some of the actions will require more follow up.

Action #1 - Closed. Get with Paul and determine which exact sites he was referring to in his e-mail response.

>ACTION #1 - Look at selected sites throughout DCMC to develop metrics >for >property.

Action #2 - Closed, but verify that each of the Ops chiefs have received the information (Jill had).

>ACTION #2 - Mr. Farley to send a draft of the Performance Based >Procedure >(PBAM), the decentralization criteria guide and the Draft IOA and >Resource >Review Criteria to the Ops Chiefs.

Action #3 - Open. Confirm completion with Rick Lundy. My discussions with Eric Kessler led me to believe it was closed out.

>ACTION #3 - Rick Lundy to develop an info letter with Frequently Asked >Questions >(FAQs) and statuses of current problems and what is being done about >it. People >don't think anything is being done..this is the reason.

>

Action #4 - Open and to be discussed in June meeting.

>ACTION #4 - Mr. Robert Schmitt to follow up on POC instructions >relating to >posting historical data and other areas that still need work (AMS).

Action #5 - Open and to be discussed in June meeting.

>ACTION #5 - Mr. Frank Wojtasek To develop a PAT Team and Charter for >this >CACO/DACO/DCEs. The team to brief results at next Ops Chief Meeting.

Action #6 - Closed. Mark did talk to Jill.

>ACTION #6 - Mr. Melnyk to come see Ms. Pettibone about this issue >(Subcontract > Management PAT).

Action #7 - Open, Mark Melnyk to visit Ms. Pettibone to discuss.

>ACTION #7 - Mr. Bob Schmitt to develop strategy (CSO).

Action #8 - **Open** till October meeting. Memo 98-149 was sent out to kick off the action.

>ACTION #8- The Safety PAT will test the metric for the next six months >and >report back on conclusions and recommendations (to be briefed at >October Ops >Meeting).

Action #9 - **Closed**, International to begin fielding ACO Mods starting in the summer for Canada, Puerto Rico, and Hawaii and then the rest of International for all US dollar paid contract in MOCAS.

>ACTION #9 - Determine why Canada and Puerto Rico are not in ACO Mods.

Action #10 - Open. No response received from East or West. Paul and Steve to provide a follow-up.

ACTION #10 - To tell the F Shops to use paperless procurement for small >purchases.

Action #11 - Closed. This action was the focus of the May Ops chief Meeting.

>ACTION #11 - Ms. Georgeanna Adams to put together a PAT and address >Certification issues. The team will brief the next Ops Chief meeting >on the >constructs and logic of the issue. >

Action #12 - **Closed**. Ms. Pettibone believes that a letter was sent out. Follow-up to ensure it was sent out.

>ACTION #12 - Ms. Cynthia Brice to send a letter to the field to ask >them to >trend data and identify root causes. DCMC to provide findings of >things that >they have found as well. Tell the field we are looking at a systemic >way to >shorten the cycle time. To tell them to tell the TCOs to remind the >Contractor >to get inventory schedules within 120 days.

Action #13 - Open. Awaiting information from DCAA

>ACTION #13 - Col. Davis to talk to DCAA about their statistics for >review >processing times...DCMC statistics shows unusually long processing >times (should >be close to 30 days).

Action #14 - Open. The two did talk but they are still unsure why it is taking so long for documents to get to where they need to be for review.

>ACTION #14 - Ms. Brice to talk to Ms. Hawk about why the Plant >Clearance times >are as high as they are.

Action #15 - Open. Thirston to provide a list to Ms. Pettibone of who does and who doesn't have a current security clearance.

>ACTION #15 - To require Center Chiefs and one other to get appropriate >and >current Secret Clearance and Passports to assist AS and International.

# Ops Meeting, Atlanta, GA

### List of Action Items

## May 6-7, 1998

ACTION #1 - To determine who the 20,000 Federal employees are that were referenced by the Federal Times that could be allowed to switch from CSRS to FERS. Asked by Audrey McCain (Greensboro, NC).

ACTION #2 - To investigate the possibility of acquiring computers with Internet Phone, televideo and teleconferencing capability. The cost is about \$2,500. What is prohibiting us from procuring this capability?

\* ACTION #3 - Certification PAT to query DCAA about its CPA certification program.

ACTION #4: Paul and Steve to check with their respective Personnel offices to see if certification is used by our folks to screen applicants and whether it's a union agreement or something added to make our job easier. Note: Paul found out that the answer is No...steve to check.

- \* ACTION #5: Decision is to cancel the course (S44) for a QAR in the Electronics Commodity skill area. Knowledge is to be gained by OJT or other means outside of a DCMC course (i.e. 40 hours work experience, college class or other experience).
- \* ACTION #6 Decision is to cancel S54 and S55 in lieu of attending local colleges for equivalent course material (attend 2 Semesters or previous experience).
- \* ACTION #7 Paul to transmit "Son of S46" info to Dee Dee. Paul to investigate if S46 is to be added to the Electronics QAR minimum knowledge set or skills.
- \* ACTION #8 Jill wants groups established to use the questions developed in the meeting for each course for all of the QA Commodity skill areas.
- \* ACTION #9 Willie and Dee Dee will promulgate information concerning training courses that have been changed to the field.

ACTION #10 - Jill to write up an executive brief for the District Commanders outlining the scope of a Certification re-design.

\* ACTION #11 - Certification PAT to Debrief status of their efforts at June Ops Chief Meeting.